



# City of Baltimore E-Permits: Renew Registration of Licensed Professionals



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- This guide provides instructions on how to renew a licensed professional registration
- Licensed Professionals must be registered with the City to perform work in the City of Baltimore.
- Renewals for the following professional licenses are available from October 1<sup>st</sup> through December 31<sup>st</sup>.
  - Master Electric Contractor
  - Master Gas Fitter
  - Journeyman Gas Fitter
  - On-Site Utility Contractor
  - Demolition Contractor
- All other professional licenses registrations expire when their state license expires.
- To confirm which documentation is needed for your profession, check the “**Document Requirements by Profession**” at the end of this guide or on the Permit Like a Pro Website: [Permit Like a Pro](#)
- For instructions on a new registration, see the “**Licensed Professionals – Registration**” guide.
- For instructions on how to approve/deny the use of a license/registration, see the “**Approve Deny Use of Professional License**” guide.

# Registration Requirements



- Depending on your professional license type, you may need the following items to register:
  - **Maryland State License**
    - Maryland State License Number
    - Date of Expiration
    - **NOTE:**
      - Low voltage contractors need a business license.
      - Demolition contractors are licensed and registered with the City.
      - On-Site Utility Contractors may use certificates from other jurisdictions in Maryland.
  - **Certificate of Insurance (new requirement)**
    - Name of Insurance Carrier
    - Date of Expiration
    - Ensure Additional Insured box is marked YES (See Example at end of this document)
  - **License holder name and address (Photo ID)**
  - **Company name and address**

# Certificate of Insurance

When uploading your Certificate of Liability Insurance, ensure the Certificate Holder is listed as:

## Certificate Holder for Master Electrician

### License:

Mayor and City Council of Baltimore City  
**Board of Electrical Examiners and Supervisors**  
417 E. Fayette Street, Room 100  
Baltimore, MD 21202

## Certificate Holder for Master Gas Fitters

### License:

Mayor and City Council of Baltimore City  
**Gas Appliance Board of Baltimore City**  
417 E. Fayette Street, Room 100  
Baltimore, MD 21202

## Certificate Holder for On-Site Utility Contractor:

Mayor and City Council of Baltimore City  
**On-Site Utility Contractors Board of Baltimore City**  
417 E. Fayette Street, Room 100  
Baltimore, MD 21202

## All others license types that require insurance should list the Certificate Holders as:

Mayor and City Council of Baltimore City  
417 E. Fayette Street, Room 100  
Baltimore, MD 21202



- **Legacy License holders:** Contractors or licensees whose licenses were originally recorded created in Baltimore City’s old system (CCE) between 2016 and February 2025 and later moved into Accela.
- You are likely a legacy license holder if:
  - Your license number begins with “M” (common for paid trade licenses)
    - Example: M3456 or M456789
  - You previously renewed your license record in CCE and are now trying to renew in Accela
  - You received standard Accela renewal instructions, but those steps don’t work for you
  - If you received renewal instructions but can’t find a renewal option in Accela

# Legacy License Renewal



## Legacy License Renewal



### Locate license renewal using the E-Permits Portal

#### 1. Log into your E-Permits Portal

- Go to My Records
- Select the **License Contractor** tab (not Applications)

#### 2. Look for your license

- You should see **all licenses tied to your account**, including legacy licenses if they have been correctly connected.
- Once **insurance expires**, the license may stop appearing for renewal
- If you do not see your license,
- it may not be “pinned” or linked to your account yet. See instructions for pinning your license **Renew Professional License**
  - The license or insurance may be expired

**Important:** Adding a license to a permit or to your profile is not the same as pinning it for renewal.

#### 3. Contact staff for assistance when:

- A legacy license has **already expired**
- An applicant has **two active licenses** (legacy + new)
- Insurance expired and the license no longer appears
- A license needs to be manually linked, corrected, or deactivated

#### 4. Please have the following information ready if you need DHCD Support:

- License or record number (this helps the most)
- First and last name tied to the license
- Updated documents ready to send or bring:
- Certificate of Insurance
- State license (hard copy or scan)
- Photo ID

Documents can usually be submitted to DHCD Office Services in person at  
417 E. Fayette Street, Room 100,  
Baltimore, MD 21202

**Hours: Mondays, Tuesdays, Thursdays, and Fridays from 8:30 a.m. to 3:30 p.m.**

Or by email: [DHCD.Permits@baltimorecity.gov](mailto:DHCD.Permits@baltimorecity.gov)

If you have a legacy license and the instructions in this guide do not work for you, please reach out to DHCD staff and follow the instructions in the document pictured to the left. [Legacy License Renewal Instructions](#)

If you need DHCD Support, please have the following information ready:

- License or record number (this helps the most)
- First and last name tied to the license
- Updated documents ready to send or bring:
- Certificate of Insurance
- State license (hard copy or scan)
- Photo ID

# E-Permits Sign in



Create An Account Sign In

NOTICE - E-Permits Customer Portal Accessibility - For the best experience, use microsoft edge or google chrome when you use the portal. Public users are encountering difficulties submitting permitting applications when using Firefox.

Search...

Home Permits and Inspections Licensed Contractors

Advanced Search

**Welcome to the new E-Permits Portal!**  
Baltimore City is pleased to offer our residents, businesses, and visitors access to permitting services and code enforcement information online 24 hours a day, 7 days a week.

Starting March 4th, the Permits and Plans Review Office will be closed for Walk-In Assistance on Wednesdays.

You can view information without creating an account. However, you need to create a user account to use all our services.

**Step-by-Step Guides available in English and Spanish [HERE](#)**

Review the Baltimore City Department of Housing and Community Development's permitting information.

**What would you like to do today?**  
To begin, pick one of the services from the list below:

**General Information**  
[Lookup Property Information](#)

**Permits and Inspections**  
[Search Applications](#)  
[Schedule an Inspection](#)

**Licensed Contractors**  
[Search Applications](#)

**Sign In**

USERNAME OR EMAIL:\*

PASSWORD:\*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?

**CREATE AN ACCOUNT**

1. Log into your account using your username or email address.

2. Enter your password. It is case sensitive.

3. Click "SIGN IN."

If you would like more information on creating and managing an account, please see the "How-To" guide titled "**Account Creation.**"

# Registration of Licensed Professionals



Logged in as: Mas

Home Permits and Inspections **Licensed Contractors**

Dashboard My Records My Account Advanced Search

Hello, Mason Dobbs

Saved in Cart (0) [View Cart](#)

My Collection (1) [View Collections](#)

2 licenses  
Last Updated 01/27/2025

There are no items in your shopping cart right now.

Work in progress [View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
Add or Change Licensed Professional	25TMP-000060	Building	1/10/2025	Resume Application
Add or Change Licensed Professional	25TMP-000059	Building	1/10/2025	Resume Application
Use and Occupancy Permit	24TMP-002634	Building	12/31/2024	Resume Application

1. Click the “Licensed Contractors” tab.

Home Permits and Inspections **Licensed Contractors**

Create an Application

If you have a license that is about to expire you should see a “Renew Application” in the Action column.

Records

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Action	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	12/17/2024	<a href="#">TLOC-A24-00162</a>	Other Contractor Registration Application			Chris Pfaff		Closed
<input type="checkbox"/>	12/17/2024	<a href="#">MD4534957</a>	Other Contractor Registration	<a href="#">Renew Application Amendment</a>		Chris Pfaff	12/31/2024	Active

1. Click on “Renew Application”

# Application Renewal Details



**Other Contractor Registration Renewal**

1 Application Information | 2 Contact Information | 3 Amendment Information | 4 Support Documentation | 5 Review | 6

**Step 1: Application Information > Application Details**

\* indicates a required field.

**Renewal Information**

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**LICENSE INFORMATION**

\* State License Type: Plumbing Contractor

HVAC Work Allowable: --Select--

\* Maryland State License No.: MD4534957

\* State License Expiration Date: 12/31/2025

Insurance Provider: Prudential

Insurance Expiration Date: 02/13/2026

---

**COMPANY NAME ADD REMOVE**

Add Company Name:  Yes  No

Remove Company Name:  Yes  No

[Save and resume later](#) [Continue Application >>](#)

Since this is a renewal of an existing registration, a lot of information will already be in the system. You will be asked to verify and make any changes to the existing information as needed.

1. Review the information provided.

2. Update expiration information and make any other changes as needed.

3. Verify/update insurance information.

4. Verify/update company information.

5. Click "Continue Application".

# Contact Information



## Other Contractor Registration Renewal

1 Application Information	2 Contact Information	3 Amendment Information	4 Support Documentation	5 Review	6
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If you need instructions on how to add another contact, you may refer to the job aid E-Permits Add a Contact .

### Step 2: Contact Information > Contact Information

Enter the contacts related to this license. Information must be complete, accurate, and current.

**Company Name:** The name of the business associated with the license holder.

The license holder name is required.

\* indicates a required field

### Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
License Holder	1

[Select from existing Account](#) [Add New](#) [Look Up](#)

Showing 1-1 of 1

Contact Type	Full Name	Business Name	Primary Phone	E-mail	Action
License Holder	Chris Pfaff			breezes.outlets_0u@icloud.com	<a href="#">Edit</a> <a href="#">Delete</a>

1. Verify contact information provided.

2. If additional contacts are needed, click on the “Select from existing Account” or “Add New”

3. To edit existing contact information, select “Edit”.

4. Scroll down the page.

# Contact Information



**Registration Contacts Info**

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**REGISTRATION CONTACTS**

\* Update Existing Contacts:  Yes  No

Existing License Holder Info:

spell check

Existing Company Name Info:

spell check

\* Add or Remove Company Name:  Yes  No

Existing Emergency Contact Info:

spell check

\* Add or Remove Emergency Contacts:  Yes  No

[Save and resume later](#)

[Continue Application >>](#)

1. Verify the status of the account contact information. Selecting yes will open more fields for you to enter the updated information.

2. Select "Continue Application."

# Contractor Information



Home   Permits and Inspections   **Licensed Contractors**

Create an Application   Search Applications

**Other Contractor Registration Renewal**

1 Application Information	2 Contact Information	3 Amendment Information	4 Support Documentation	5 Review	6
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**Step 3: Amendment Information > License Holder Information**

**License Holder Update Info**

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**LICENSE HOLDER UPDATE**

Update Address:  Yes  No

Update Phone Numbers:  Yes  No

Current Primary Phone:

Current Mobile Phone:

[Save and resume later](#)   [Continue Application >>](#)

1. Verify contractor information. Selecting yes will open more fields for you to enter the updated information.

2. Enter the Primary Phone number if blank.

3. Select "Continue Application."

# License Holder Address

Home   **Permits and Inspections**   **Licensed Contractors**

Create an Application   Search Applications

**Other Contractor Registration Renewal**

1 Application Information   2 Contact Information   **3 Amendment Information**   4 Support Documentation   5 Review

**Step 3: Amendment Information > License Holder Addresses**

**License Holder Update Address Info**

**LICENSE HOLDER ADDRESSES**

Showing 0-0 of 0

Current Address Info	Address Type	Address Line 1
No records found.		

**Add information**   **Edit Selected**   **Delete Selected**

**Save and resume later**

**LICENSE HOLDER ADDRESSES**

Current Address Info: 6411 Beckley Sr

Address Type: Business

Address Line 1: 6411 Beckley Street

spell check

Address Line 2:

City: Baltimore

State: Maryland

ZIP Code: 21224

**Submit**   **Cancel**

2. Complete this form.

1. If License Holder address is blank, click "Add Information."

3. Click "Submit."

Address has been added successfully.

**LICENSE HOLDER ADDRESSES**

Showing 1-1 of 1

<input type="checkbox"/>	Current Address Info	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code	Actions
<input type="checkbox"/>	6411 Beckley Sr	Business	6411 Beckley Street		Baltimore	Maryland	21224	

**Add information**   **Edit Selected**   **Delete Selected**

4. Click "Continue Application."



**Step 3:Amendment Information > Company Information**

\* indicates a required field.

**Company Information Update Info**

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**COMPANY NAME UPDATE**

Update Address:  Yes  No

Update Phone Numbers:  Yes  No

Current Primary Phone:

Current Mobile Phone:

[Save and resume later](#)

[Continue Application >](#)

1. Verify company information. Selecting yes will open more fields for you to enter the updated information.

2. Enter Primary Phone number.

3. Click "Continue Application."

# Company Name and Address



Home   Permits and Inspections   **Licensed Contractors**

Create an Application   Search Applications

**Other Contractor Registration Renewal**

1 Application Information   2 Contact Information   **3 Amendment Information**   4 Support Documentation   5 Review

*Step 3: Amendment Information > Company Addresses Update Info*

**COMPANY NAME ADDRESSES**

Showing 0-0 of 0

Current Address Info	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code
No records found.						

**Add information**   **Edit Selected**   **Delete Selected**

**Save and resume later**

**COMPANY NAME ADDRESSES**

Current Address Info: 6411 Beckley St

Address Type: Business

Address Line 1: 6411 Beckley Street

spell check

Address Line 2:

City: Baltimore

State: Maryland

ZIP Code: 21224

**Submit**   Cancel

1. If company address is blank, click "Add Information".

2. Complete the sub form

3. Click "Submit"

**COMPANY NAME ADDRESSES**

Showing 1-1 of 1

Address has been added successfully.

Current Address Info	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code	Actions
<input type="checkbox"/>	6411 Beckley St	Business	6411 Beckley Street	Baltimore	Maryland	21224	<b>Actions</b> ▼

**Add information**   **Edit Selected**   **Delete Selected**

4. Click "Continue Application"

# Emergency Contact Information



Emergency Contact Information is not required. If you do not have any you may click through the next few screens.

## Step 3: Amendment Information > Emergency Contact Update

### Emergency Contact Update Details

**EMERGENCY CONTACT UPDATE**

Update Address:  Yes  No

Update Phones:  Yes  No

Current Primary Phone:

Current Mobile Phone:

[Save and resume later](#)

1. Review and update as needed.

2. Click "Continue Application."

### Other Contractor Registration Renewal

1 Application Information | 2 Contact Information | **3 Amendment Information** | 4 Support Documentation | 5 Review | 6

**Step 3: Amendment Information > Emergency Contact Addresses**

\* indicates a required field.

### Emergency Contact Addresses Update Details

**EMERGENCY CONTACT ADDRESSES**

Showing 0-0 of 0

Current Address Info	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code
No records found.						

[Add information](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application >>](#)

3. Review and update as needed.

4. Click "Continue Application."

# Emergency Contact Information



Emergency Contact Information is not required. If you do not have any you may click through this screens.

## Other Contractor Registration Renewal

- 1 Application Information
- 2 Contact Information
- 3 Amendment Information
- 4 Support Documentation
- 5 Review

### Step 3: Amendment Information > Add or Remove Em. Contacts

#### Add or Remove Em. Contacts Details

#### EMERGENCY CONTACT INFO

Showing 0-0 of 0

Action	Legal First Name	Legal Last Name	Legal Middle Name	Legal Name Suffix	Primary Phone	Mobile Phone	Address Type	Address Line 1	Address Line 2	Email	City	State	ZIP Code
No records found.													

- Add information
- Edit Selected
- Delete Selected

Save and resume later

1. If you need to add emergency contacts, Click “Add Information” and complete the popup sub forms.

2. Click “Continue Application.”

Continue Application »



**Step 4: Support Documentation > Support Documentation** \* indicates a required field.

### Attachments

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The maximum file size allowed is **100 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh  
are disallowed file types to upload.

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**\* Required Documents**

1. Licensing - Certificate of Insurance	Certificate of Insurance 1.jpg	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: none;">Add</a>
2. Licensing - Maryland State License	Maryland State License.jpg	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: none;">Add</a>
3. Licensing - Photo ID	Photo ID 2.jpg	<a href="#" style="background-color: #0070c0; color: white; padding: 5px 10px; border: none;">Add</a>

[Save and resume later](#)

[Continue Application](#)

Upload required documents. The list of documents is provided under the "Required Documents" header.

1. Click "Add."

2. Search for your file.

The selected file will be uploaded. You will see the green message "The attachment(s) has/have been successfully uploaded".

3. Click "Continue Application."

**NOTE:** Required documentation may vary according to your profession.



### Step 5: Review

[Save and resume later](#)

[Continue Application >>](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Other Contractor Registration Renewal

### Renewal Information

LICENSE INFORMATION [Edit](#)

State License Type: Plumbing Contractor

HVAC Work Allowable:

Maryland State License No.: MD4534957

State License Expiration Date: 12/31/2025

Insurance Provider: Prudential

Insurance Expiration Date: 02/13/2026

COMPANY NAME ADD REMOVE [Edit](#)

Add Company Name: No

Remove Company Name: No

### Contact List [Edit](#)

Required Contact Type Minimum  
License Holder 1

Showing 1-1 of 1

Contact Type	Full Name	Business Name	Primary Phone	E-mail	Action
License Holder	Chris Pfaff			breezes.outlets_0u@icloud.com	<a href="#">Edit</a>

Review application information on this page. Make any changes by selecting the "edit" button next to the areas you wish to modify.

### Registration Contacts Info

REGISTRATION CONTACTS [Edit](#)

Update Existing Contacts: No

Existing License Holder Info:

Update Info:

Update Name: No

Update Info: No

Update Contacts: No

### License Holder Update Info

LICENSE HOLDER UPDATE [Edit](#)

Update Address: No

Update Phone Numbers: No

Current Primary Phone: 2123334567

Current Mobile Phone:

### License Holder Update Address Info

LICENSE HOLDER ADDRESSES [Edit](#)

Current Address Info	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code
6411 Beckley Sr	Business	6411 Beckley Street		Baltimore	Maryland	21224

### Company Information Update Info

COMPANY NAME UPDATE [Edit](#)

Update Address: No

Update Phone Numbers: No

Current Primary Phone: 2122132145

Current Mobile Phone:



### Company Addresses Update Info

COMPANY NAME ADDRESSES

Edit

Current Address Info	Address Type	Address Line 1	Address Line 2	City	State	ZIP Code
6411 Beckley St	Business	6411 Beckley Street		Baltimore	Maryland	21224

### Add or Remove Company Details

COMPANY NAME CONTACT INFO

Edit

No Custom Lists data for the sub group above.

### Emergency Contact Update Details

EMERGENCY CONTACT UPDATE

Edit

Update Address:  
Update Phones:  
Current Primary Phone:  
Current Mobile Phone:

### Emergency Contact Addresses Update Details

EMERGENCY CONTACT ADDRESSES

Edit

No Custom Lists data for the sub group above.

### Add or Remove Em. Contacts Details

EMERGENCY CONTACT INFO

Edit

No Custom Lists data for the sub group above.

### Attachments

Edit

The maximum file size allowed is **100 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;w

Name	Type	Size	Latest Update	Action
Certificate of Insurance 1.jpg		62.01 KB	12/18/2024	Actions ▼
Maryland State License.jpg		62.01 KB	12/18/2024	Actions ▼
Photo ID 2.jpg		62.01 KB	12/18/2024	Actions ▼

Save and resume later

Continue Application »

1. Click "Continue Application."

Review application information on this page. Make any changes by selecting the "edit" button next to the areas you wish to modify.




Home   Permits and Inspections   **Licensed Contractors**

Create an Application   Search Applications

1 Select item to pay   2 Payment information   3 **Receipt/Record issuance**

**Step 3: Receipt/Record issuance**

**Submission Successful**

 Successfully submitted.  
Please print your record(s) and retain a copy for your records.

**No Address**

---

TLOC-R24-00042

Your application has been successfully completed. You will receive an email confirming the success of your registration.

# Document Requirements by Trade



Trade License/Registration Type	Information Needed To Complete Application					PDF Documents Needed			Jason Notes
	State Lic Number	License expiration date	Insurance Provider	Insurance expiration date	type of work	Insurance Policy/certificate	Photo ID	State License	
Demolition	N	N	Y	Y	N	Y	Y	*	*City of Baltimore License
Journeyman Gas Fitter	Y	Y	N	N	N	N	Y	N	
Master Gas Fitter	Y	Y	Y	Y	N	Y	Y	Y	
Master Electrical Contractor	Y	Y	Y	Y	N	Y	Y	Y	
Architect	Y	Y	Y	Y	N	Y	Y	Y	
Asbestos Contractor	Y	Y	N	N	N	N	Y	Y	
Engineer	Y	Y	Y	Y	N	Y	Y	Y	
Fire Sprinkler Contractor	Y	Y	N	N	N	N	Y	Y	
General Contractor	Y	Y	N	N	N	N	Y	Y	
HVAC Contractor	Y	Y	Y	Y	Y	Y	Y	Y	Master, Heating Forced Air, Heating Hydraulic, ventilation, AC, refrigeration
Low Voltage Contractor	Y	Y	Y	Y	N	Y	Y	*	*Business License
Maryland Home Building Registration	Y	Y	N	N	N	N	Y	Y	
Maryland Home Improvement Contractor	Y	Y	Y	Y	N	Y	Y	Y	
On-Site Utility Contractor	Y	Y	Y	Y	N	Y	Y	*	*Jurisdiction license or certificate of prequalification form COB
Plumbing Contractor	Y	Y	Y	Y	N	Y	Y	Y	
UST Heating and Oil Technician Contractor	Y	Y	N	N	N	N	Y	Y	
UST Certified Remover Contractor	Y	Y	N	N	N	N	Y	Y	
UST Technician Contractor	Y	Y	N	N	N	N	Y	Y	





BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT

